

**VILLAGE OF BURLINGTON
P.O. BOX 205
BURLINGTON, IL 60109-0205
VILLAGE CLERK – CHRISTINE JONES
PHONE: 847-683-2283**

**Village Board Meeting
Meeting Location – Village Hall, 175 Water Street
Remote (Call In: 877-309-2073, Access Code: 145-231-853)
December 16, 2024, 7:00 p.m.**

Present: Village President Mary Kay Wlezen, Village Clerk Christine Jones, Deputy Clerk Natalie Meisner, Village Engineer/Zoning Officer John Whitehouse, Village Engineer/Zoning Kyle Welte, Village Attorney Jim Vasselli and Village Treasurer Melissa Wellendorf.

Open the Meeting: President Wlezen opened the meeting at 7:00 p.m.

Roll Call: Trustees: Jean Micklevitz, Deb Twenhafel, Amanda Stephens, Ryan Wasson and Mike Szydlo were present.

Remote: None

Absent: Jim Daffron

Guests: Matt Krueger (Krueger & Associates), Shannon Battersby, Al Vonderlack, Kathy Whitehouse, and Ginger Romano.

Approval of Elected Officials remote attendance. No remote officials.

Welcome Guests. Mary Kay welcomed the guests mentioned above.

Approval of the bills to be paid as presented on Warrant-14 FY 2025, Dated December 16, 2024, in the amount of \$19,910.41. Ryan motioned to approve. Deb seconded. *Roll call vote, motion passed unanimously.*

Approval of November 4, 2024, Village Board Meeting Minutes. Mike motioned to approve. Amanda seconded. *Roll call vote, motion passed unanimously.*

Approval of November 18, 2024, Village Board Meeting Minutes. Deb motioned to approve. Ryan seconded. *Roll call vote, motion passed unanimously.*

Public Works/Water Plant Report. Mary Kay reported that the heater in the well house had malfunctioned but was repaired earlier today. She also noted that Mark is monitoring one of the pumps, which may require replacement in the future.

Village Treasurer's Report.

Matt Krueger informed the board that the treasurer's report is now complete. He explained that the delay was caused by an unexpected wait for Lauterbach & Amen to finalize the audit. Melissa added that Lauterbach & Amen will present the audit and the management letter to the board during the second meeting in January. A Finance Committee meeting was scheduled for January 14 at 5:00 PM.

Village Attorney's Report. No report.

Village Engineer's Report. Kyle reported Josh Beck from Kane County Community Development met with Engineering Enterprises Incorporated (EEI) last week to discuss an upcoming income survey their office will conduct. This survey will be used for the Environmental Protection Agency (EPA) and unsewered communities construction grant. Josh indicated that an agreement will be sent in late January, with the survey expected to be completed by late spring. To improve response rates, the survey will be sent in extra-large envelopes, as smaller envelopes are often mistaken for junk mail and discarded. John stated that conducting the income survey would help lower the Village's median household income requirements, enabling the Village to qualify for additional grant funding.

Village Zoning Enforcement Officer's Report. Kyle said he received an inquiry about the Burlington Dental building, which is currently for sale. The inquiry pertained to the possibility of adding an addition to the property. He informed the interested party that such an addition would be permitted as long as the impervious area does not exceed 80% and all setback requirements for the B1 zoning district are met.

Village President's Report. Mary Kay explained that the property at 124 S. Main Street was issued a red tag due to the owners failing to obtain the necessary permit. She noted that the owners applied for a liquor license. The application will not be reviewed until they complete the permitting process and the required work on the building.

Village Clerk's Report. Christine mentioned she received a \$100.00 scholarship from the Jim Tinn Foundation and a \$400.00 scholarship from the International Institute of Municipal Clerks (IIMC) for furthering her training.

Deputy Clerk's Report. Natalie shared that she and Christine attended the Northwestern Illinois Municipal Clerks Association (NIMCA) meeting in Galena. She briefly summarized the meeting and discussed the valuable information they received during the event.

Presentation and Review of Water Billing Memo. November 2024 Receipts were \$10,615.40. Security Deposits were \$0.00. Aged Receivables due at the end of November 2024 were \$3,449.58. November 2024 Water Billing was \$15,107.85.

Public Comments: None

New Business: None.

Adjournment. Deb motioned to adjourn. Jean seconded. All Ayes. The meeting adjourned at 7:16 p.m.

Respectfully Submitted,

Christine Jones